

**WELCOME ABOARD
RECRUITING
STATION DENVER**

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ADMINISTRATIVE GUIDANCE

Prior to departure from Recruiters School:

I) Ensure that you have in your possession:

- Original orders, beginning with orders to recruiting school, and all endorsements.
- If your orders have you checking in on the weekend, you must check in the Friday before during normal working hours (0800-1630) however contact Admin as hours may change for Fridays.
- Your Service Record Book, Medical and Dental records.
- Ticket stubs for any official duty travel via common carrier (airplane, bus, etc.)
- Original receipts for official travel including temporary lodging receipts.
- ID cards for you and your dependents (as applicable).
- Citi Bank Government Visa Card (if issued one).
- Your current civilian driver's license.

RS CONTACT INFORMATION

MARINE CORPS RECRUITING STATION DENVER
621 17th Street STE 304
Denver, CO 80293

Admin Phone: (303) 832-3021/3011
Admin Fax: (303) 830-1194

ADMINISTRATIVE GUIDANCE

(continued)

II) You may elect advances for the following entitlements in conjunction with your PCS move. (Please note that advance is only composed of 80% of the total amount)

- **Advance Pay:** The purpose of advance pay incident to PCS is to provide Marines with funds to meet the extraordinary expenses of a Government-ordered relocation. It is intended to assist without-of-pocket expenses that exceed or precede reimbursements incurred during a PCS move which are not typical of day-to-day military living. "Normal parameters" are one month's advance pay to be paid back in 12 months. This request can be submitted 30 days prior to departure from your old permanent duty station or within 60 days of your arrival at your new duty station. (Any requests for advance pay outside normal parameters must be justified and approved by your CO)

- **Advance Travel:** The purpose of this advance is to assist you and your family with the costs associated with meals and lodging when you travel to your new duty station. Advance Travel also includes mileage. Mileage rates for car travel are based on a mileage flat rate (*see below*). The military uses 350 miles per day as the standard one day travel distance to compute per diem rates.

Per Diem: Paid for each travel day authorized on the orders that the individual actually utilizes.

Marine = \$109.00/day
Spouse/Children over 12 = \$81.75/day
Children under 12 = \$54.50/day

Travel: 24 cents per mile/Authorized Travel Days

- 1-400 = 1 Day
- 401-750 = 2 Days
- 751-1100 = 3 Days
- 1101-1450 = 4 Days
- 1451-1800 = 5 Days
- 1801-2150 = 6 Days
- 2151-2500 = 7 Days
- 2501-2850 = 8 Days
- 2851-3200 = 9 Days
- 3201-3550 = 10 Days
- 3551-3900 = 11 Days

ADMINISTRATIVE GUIDANCE

(continued)

- **Advance Dislocation Allowance:** The purpose of DLA is to partially reimburse a member for the expenses incurred in relocating the household on a PCS, ordered for the Government's convenience, or incident to an evacuation.

PRIMARY DLA RATES		
Table 5G-1		
<i>Effective 1 January 2015</i>		
Grade	Without-Dependent Rate	With-Dependent Rate
O-10	\$3,667.21	\$4,514.29
O-9	\$3,667.21	\$4,514.29
O-8	\$3,667.21	\$4,514.29
O-7	\$3,667.21	\$4,514.29
O-6	\$3,364.37	\$4,064.71
O-5	\$3,240.32	\$3,917.97
O-4	\$3,002.85	\$3,453.76
O-3	\$2,406.54	\$2,857.40
O-2	\$1,908.97	\$2,439.89
O-1	\$1,607.48	\$2,181.12
O-3E	\$2,598.64	\$3,070.86
O-2E	\$2,209.12	\$2,770.74
O-1E	\$1,899.63	\$2,559.96
W-5	\$3,050.86	\$3,333.69
W-4	\$2,709.36	\$3,056.23
W-3	\$2,277.16	\$2,800.08
W-2	\$2,022.38	\$2,575.96
W-1	\$1,692.84	\$2,227.82
E-9	\$2,225.15	\$2,933.49
E-8	\$2,042.36	\$2,704.05
E-7	\$1,744.90	\$2,510.61
E-6	\$1,579.45	\$2,319.83
E-5	\$1,456.73	\$2,086.38
E-4	\$1,267.30	\$2,086.38
E-3	\$1,243.29	\$2,086.38
E-2	\$1,009.85	\$2,086.38
E-1	\$900.49	\$2,086.38

ADMINISTRATIVE GUIDANCE

(continued)

TEMPORARY LODGING

- Each Marine performing PCS travel is entitled to up to 10 days temporary lodging reimbursement either in the vicinity/within 50 miles of their old permanent duty station, their new one, or a combination of both-not to exceed 10 days. This allowance will be reimbursed upon settlement of the travel claim.

- You are directed to lodge at the following Government Lodging first, if you are being assigned within 30 miles of the location. If occupancy is full, a statement of non-availability is required and then you will be able to lodge out in town. Please make reservations in advance.

AFB Buckley (720-847-5899)

345 S. Beaver Creek St. Building #331 Aurora CO 80011

AFB Ellsworth (605-385-1000)

1000 N. Ellsworth Rd, Piedmont, SD 57769

AFB Peterson (719-556-7851)

125 E. Stewart Ave, Colorado Springs, CO 80914

AFB Academy (312-834-4777)

300 Vincent St, Colorado Springs, CO 80914

*****NOTE-Keep all lodging receipts for yourself and your dependents. *****

ADMINISTRATIVE GUIDANCE

(continued)

UNIFORMS:

- Ensure you have the following uniforms handy.

Blue “B”, Blue “D”, green on green and running suit.

CHECKING-IN:

- Check in goes Monday through Friday between 0800 and 1600 (excluding non-working holidays). All Marines checking in to the command will check in wearing the **Blue ‘B’** uniform. *(have green on green as well to conduct height and weight).*

STATION ALLOWANCES:

- **SDA PAY** = Effective check-in date, \$300 per month for first 12 months –
\$375 after 12 months
- **BAS** = \$367.92 monthly
- **BAH**= You will continue to receive BAH at your old PDS rate until you check-in to RS Denver. Your new BAH entitlement varies depending your assignment.

MEDICAL/DENTAL INFORMATION

IF YOU REQUIRE MEDICAL ATTENTION IN TRANSIT

Immediately inform the your future SNCOIC, then procure medical attention at the nearest available doctor. Keep all bills and submit them to the RS Admin Chief upon check in to facilitate claims processing.

IF YOUR DEPENDENTS REQUIRE MEDICAL ATTENTION IN TRANSIT

Call the **TRICARE Healthcare Finder (HCF) line, (800) 444-5445**, and follow the guidance listed below.

ALL TRICARE MEMBERS SHOULD:

- Call 911 or go to the nearest emergency room for emergency care.
- Carry your military ID card at all times and have your family carry theirs.
- Carry the number for the 24-hour **TRICARE Health Care Finder Line (800) 444-5445**. TRICARE Standard and Extra users can call the HCF line for assistance in locating TRICARE-approved providers. TRICARE Prime enrollees must contact an HCF operator to receive authorization for non-emergency care.
- Carry the number for the 24-hour **TRICARE Health Care Information Line, (888) 563-2273**. This service provides toll-free access (from within the United States) to over 500 recorded health topics or to a registered nurse.
- Keep all bills or other documentation if you are required to pay for health care services or prescriptions while you and your family are traveling. You will need to submit them in order to be reimbursed.

*****NOTE** If you receive emergency care while traveling and are admitted to a hospital, you or a family member must contact a HCF within 24 hours.

IMPORTANT PHONE NUMBERS

TMO/HOUSEHOLD GOODS

- Buckley AFB (720) 847-6685
- Ellsworth AFB (Rapid City) (605) 385-2169
- Fort Carson (719) 526-3755
- Warren AFB (Cheyenne) (307) 773-1848

MEDICAL/DENTAL

- Buckley AFB (720) 847-9355
- Ellsworth AFB (605) 385-3215
- USAFA/Fort Carson (719) 457-2273
- Warren AFB (307) 773-3461

BASE OPERATOR

- Buckley AFB (720) 847-9011
- Ellsworth AFB (605) 385-1000
- Fort Carson (719) 526-5811
- USAFA (719) 333-1110
- Warren AFB (307) 773-1100

Recruiting Station Denver

RSS/PCS Locations & Phone Numbers

RS DENVER Executive Officer – CAPT MEDEIROS

621 17th Street Suite 304
Denver, Colorado 80293
303-832-2600
303-929-1275

RS DENVER Sergeant Major – SGTMAJ IXTLAHUAC

621 17th Street Suite 304
Denver, Colorado 80293
303-832-2532
303-248-6614

RSS CASPER: SNCOIC – SSGT CAPPS

601 SE Wyoming Blvd, Suite 1338
Casper, Wyoming 82609
(307) 234-3116
Fax: (307) 237-4219

RSS CHEYENNE: SNCOIC – SSGT MUIR

1400 Dell Range Blvd Suite 33
Cheyenne, Wyoming 82009
(307) 772-2301
Fax: (307) 772-2020

RSS CO SPRINGS NORTH: SNCOIC – SSGT GRAY

5712 N. Academy Blvd
Colorado Springs, CO 80918
(719) 592-9595
Fax: (719) 535-2657

RSS CO SPRINGS SOUTH: SNCOIC – SSGT DELCARMEN

697 Citadel Drive East
Colorado Springs, CO 80909
(719) 591-9328

RSS FORT COLLINS: SNCOIC – GYSGT RASMUSSEN

132 Troutman Pkwy
Fort Collins CO 80525
(970) 223-0017
Fax: (970) 223-4919

PCS Greeley:
3230 W. 23rd Unit 310
Evans, CO 80620
(970) 330-5464
Fax: (970) 339-3241

RSS GRAND JUNCTION: SNCOIC – SSGT MASTEN

2502 Highway Grand 50, Suite 600-C
Grand Junction, CO 81505
(970) 243-5071
Fax: (970) 243-2577

PCS MONTROSE:
636 E. Main St
Montrose, CO 81401
(970) 240-9539
Fax: (970) 240-9522

RSS METRO EAST: SNCOIC – GYSGT KOEHLER

14177 E. Exposition Ave
Aurora, CO 80012
(303) 340-3700
Fax: (303) 343-6587

PCS Smokey Hill:
20269 Smokey Hill Rd Unit 1
Centennial, CO 80015
(720) 382-7903
Fax: (720) 382-7907

RSS METRO SOUTH: SNCOIC – SSGT OHORO

8966 W. Bowles Ave Suite U
Littleton, CO 80123
(303) 972-2259
Fax: (303) 972-1339

PCS LAKEWOOD:
145 S. Sheridan Blvd Unite 218
Lakewood, CO 80226
(303) 922-8170

RSS METRO NORTH: SNCOIC – SSGT RIDDLE

3053 Walnut St. Ste A/B
Boulder, CO 80301
(720) 974-1768
Fax: (303) 444-4638

PCS Longmont:
2255 N. Main St. Ste 115B
Longmont, CO 80501
(303) 682-5340
Fax: (303) 682-5341

PCS THORNTON:
550 E. Thornton Pkwy 170
Thornton, CO 80229
(303) 451-1738
Fax: (303) 252-9652

RSS METRO WEST: SNCOIC – SSGT BAUMGARTEN

7355 W. 88TH Ave Suite G
Westminster, CO 80021
(303) 456-5043
Fax: (303) 456-5046

PCS GOLDEN:
17700 S. Golden Rd. Suite 210
Golden, CO 80401
(303) 278-0368
Fax: (303) 278-8356

RSS PARKER: SNCOIC – SSGT SCHUTT

11280 NWC South 20 Mile Rd. Suite 109
Parker, CO 80134
(303) 996-6808
Fax: (303) 996-6841

PCS Castle Rock:

78 E. Allen St. Suite B
Castle Rock, CO 80108
(303) 814-7235
Fax: (303) 814-6093

RSS PUEBLO: SNCOIC – SGT MOORE

4104 Outlook Blvd Suite 126B
Pueblo, CO 81008
(719) 545-4581
Fax: (719) 543-6077

RSS RAPID CITY: SNCOIC – SSGT SANFORD

2200 N. Maple Ave Suite 120B
Rapid City, SD 57701
(605) 390-8063
Fax: (605) 348-5456

OSO DENVER: OIC – CAPT RASMUSSEN

900 Aurora Parkway Suite 126
Denver, CO 80204
(303) 832-7121
Fax: (303) 832-7153

OSO FORT COLLINS: OIC – CAPT HART

706 S. College Ave Suite 205A
Fort Collins, CO 80524
(970) 484-8118
Fax: (970) 482-4017

MEPS: SNCOIC SSGT ARRIOLA

721 19th Street
Denver, CO 80202
(303) 893-0479

Recruiter Administrative Information Sheet

1.

(Rank)	(Last Name)	(First Name) (MI)	(SSN)	(MOS)
<hr/>				
2. RSS / PCS assigned to:

3. Leave address:

Leave phone number:

4. Estimated date of check-in:

5. Marital Status:

 # of Dependents:

6. Government Charge Card Holder: Yes or No (Circle one)
7. Dependent Information:

Spouse Name: <hr/>	DOB: <hr/>
Child Name: <hr/>	DOB: <hr/>
Child Name: <hr/>	DOB: <hr/>
Child Name: <hr/>	DOB: <hr/>
Child Name: <hr/>	DOB: <hr/>
8. Hobbies:

9. Is there any situation/problem/information that may affect your tour of duty on recruiting (i.e. financial, marital, medical or otherwise) that should be discussed in private with the command? Yes or No
If Yes, explain:

10. Any other specific information or assistance requested?

10/6/2015

Marines Requesting to Assist the Command Recruiting Program:

Greetings from Denver!

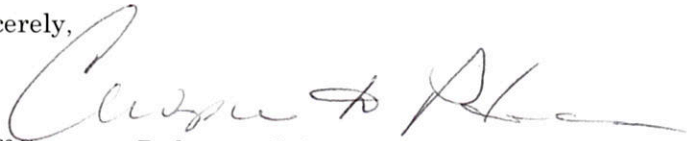
Advancement and promotion are common motivators for employees in any company or organization, to include the United States Marine Corps. While time in grade and time in service will eventually get you that next rank, wouldn't you rather just earn a Meritorious Promotion or even receive bonus points towards your Composite Score now?

If you're the kind of Marine that possesses good work ethic, initiative and you would like to be promoted ahead of your peers, the Command Recruiting Program (CDR) is an option for you. CDR is also an opportunity for you to return home (20-30 days in most instances) without using your annual leave for the duration of your stay.

Whether you come home between Recruit Training and Military Occupational Speciality (MOS) school or you are returning from the Operating Forces, the process of requesting orders is the same. First, you need to contact the Recruiting Substation (RSS) you were recruited from (<http://www.mrc.marines.mil/8thmcd/Units/RSDENVER.aspx>). After contacting the RSS, if the Staff Non-commissioned Officer In Charge agrees to bring you home, he or she will submit a CDR Request form to me via email or fax. Once received, I review your stats and history as a Poolee, Recruit and Marine. Understand, RS Denver will only bring home the best Marines to support the local recruiting effort with final approval coming from the Station Sergeant Major. If the Station Sergeant Major approves your request, I will contact your current unit to arrange orders and dates for you to come out to RS Denver.

REALIZE THAT YOU PAY FOR THE TRANSPORTATION TO AND FROM YOUR UNIT LOCATION TO DENVER (air method only). Additionally, ensure you have a local address that you will reside at during your stay, ensure you have a personal vehicle to commute from, and ensure you have serviceable uniforms prepared (PT uniform, seasonal cammies, Dress Blues C, Dress Blues D depending on the season).

Sincerely,



Staff Sergeant Pedersen, C.A.
Recruiting Station Denver-USMC



621 17th St, Denver, CO 80293-0621 • O-303-832-2600 F-303-832-2904 • christophe.pedersen@marines.usmc.mil

RECRUITING STATION DENVER-USMC